

Denver Service Center Orientation *for* AE Firms

Presentation Schedule

March 4 + 5, 2004

Day 1 - March 4, 2004

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| 1:00 - 1:20 | Denver Service Center Expectations | Wenk |
| | Denver Service Center Organization | Evans |
| | Structure - (Who's Who) | |
| | Business Practices - (Design Process & How we select firms for firms for projects) | |
| | Professional Services Management | |
| 1:20 - 4:00 | <i>Construction Planning Cycle</i> | |
| | General Management Plans (GMP) | Aitken |
| | Project Management Information System (PMIS) | Aitken |
| | NPS 5-Year Plan Line Item Construction Plan | Aitken |
| | C - 3 Funding Cycle | Todd |
| | VA / CBA | Todd |
| | Development Advisory Board (DAB) | Todd |
| | Schedules & Budgets | Todd |
| | NAPA Percentages | Todd |
| | FAR 6% Fee Limitations | Todd |
| | <i>Compliance</i> | |
| | NEPA | Kreger |
| | Section 106 | Kreger |
| | BREAK | |
| | <i>Reporting / Project Management</i> | |
| | Capital Asset Plans (CAP) | Aitken |
| | Capital Planning & Investment Control (CPIC) | Aitken |
| | Spending Plans | Aitken |
| | Risk Analysis | Aitken |
| | Website & Quality Assurance | Snow |

Communications / Public Relations

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| Communication Protocol (project/public) | Evans/Richardson |
| Freedom of Information (FOIA) Requests | Richardson |
| Document Ownership | Richardson |
| Design Awards and Press Releases - Evans/Richardson | Evans/Richardson |

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| 4:00 - 5:00 | Contract Administration & Management | Tafoya |
| | AE Contracts | |
| | CM Contracts | |
| | Construction Contracts | |

Day 2 - March 5, 2004

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| 8:00 - 9:30 | National Park Service Design Philosophy | Albright |
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| 9:30 - 9:45 | BREAK | |
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| 9:45 - 10:20 | Technical Production Requirements | |
| | Technical Information Center (TIC) | Ramey |
| | Drafting Standards/CADD Standards | Ramey |
| | Records Management | Ramey |
| | Specifications | Aitken |
| | Estimates | Aitken |

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| 10:20 - 11:50 | AE Roundtable feedback | Evans |
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| 11:50 - 12:00 | Closeout | Evans |
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| | DSC Tour - Optional | Ramey |
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